



Temporary Volunteers Code of Conduct



A temporary volunteer within The Salvation Army includes any person who volunteers only one time, or for one event, in a six-month period. If the volunteer wishes to serve more than once in that time period, they must follow the screening steps laid out by Safe From Harm and Human Resources.

- Volunteers will portray a positive role model by maintaining an attitude of loyalty, patience, courtesy, tact, and maturity.
- Volunteers will act in a caring, honest, respectful, and responsible manner.
- Volunteers will respond to participants with respect and consideration and treat all participants equally, regardless of gender, sexual orientation, race, religion, culture, economic level of the family, or disability.
- Volunteers will respect participant's rights and will help to maintain a safe and nurturing environment.
- At no time during a program, event, or ministry may a volunteer be alone with a minor. They should always be in the presence of at least two official Salvation Army Safe From Harm trained adults.
- Profanity, inappropriate jokes, gossip, sharing intimate details of one's personal life, and any kind of harassment in the presence of participants, volunteers, or staff is prohibited.
- Volunteers should not take photos or videos of any minors in Salvation Army programs, events, and ministries, nor post such photos or videos on the internet/social media.
- Volunteers should not contact minors in Salvation Army programs, events, and ministries via electronic communication or the internet for any reason.
- Volunteers will discuss concerns and complaints in an appropriate manner with Salvation Army leadership.
- Volunteers are to report to Salvation Army leadership any volunteer who violates policies listed in this Code of Conduct.

Volunteer Rights & Responsibilities

As a volunteer, you have the right to:

- Do meaningful and satisfying work.
- Be recognized as a valued team member.
- Have choices and feel comfortable about saying "no."
- Volunteer in a safe and healthy environment.
- Receive feedback and recognition for your contribution.
- Have your personal information kept confidential.

As a volunteer, you are expected to:

- Be reliable, punctual, and trustworthy.
- Be a positive reflection on those you come in contact while you volunteer with The Salvation Army.
- Ask for support when it is needed.
- Stay safe.
- Be accountable and accept feedback.
- Discuss complaints in an appropriate manner with Salvation Army leadership.

Print Name

Signature

Date



FOR PERSONNEL USE ONLY Physical description of person in photo <hr/> <hr/>
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**AUTHORIZATION OF
PHOTOGRAPHY/FILM/AUDIO/TEXT
AND RELEASE OF LIABILITY**

I hereby irrevocably grant to **The Salvation Army**, its successors and assigns, its agents and those by whom it is commissioned, the absolute, unrestricted and unlimited license, right, permission, and consent to use and reuse, disseminate, copyright, print, reproduce, publish and republish, for any and all trade purposes or commercial or other advertising or public purposes, and in any and all advertising, publicity, display, publication or media, my name, signature and likeness, any portraits, pictures, video, film, photographic prints or other representations of me, or in which I may appear, or any reproductions or sketches thereof or parts thereof, photographic or otherwise, with such additions, deletions, alterations or changes therein as The Salvation Army in its discretion may make, either separately or together with my name or a fictitious name, or the name of another person, with or without any statements or testimonials made by me or authorized by me which The Salvation Army may, in its discretion, prepare for use in connection therewith. I also hereby grant unrestricted use of audio tracks or text containing my voice, comments, or any sounds I may make whatsoever, to The Salvation Army for such purposes as it may deem appropriate. I warrant that I have not limited or restricted the use of my name, voice or photograph to the use of any organization or person.

I hereby release and discharge The Salvation Army, its successors, assigns and agents from any and all claims and demands arising out of or in connection with the use of any of the foregoing, including any claims for defamation, invasion of privacy or violation of any statutory right.

Witnessed by my hand as noted this day.

Signature

Date

Printed Name

Address

Authorization Relating to a Minor (If under 18 years of age)

I hereby certify that I am the parent or legal guardian of this minor child or dependent and have executed this release on his or her behalf.

Signature of Parent

Date

Parent's Printed Name

Child's Name

CIVIL RIGHTS TRAINING FOR PARTNER AGENCY VOLUNTEERS

- _____ Goals of civil rights is to ensure fairness, equal treatment, equitable food distribution guidelines are followed. Treat all people with dignity and respect.
- _____ Discrimination is prohibited on the bases of color, race, age, national origin, disability and sex.
- _____ Civil rights apply any time there is any federal assistance. Federal assistance is receiving anything of value from the federal government – not just cash. It can include commodities, training, equipment, and other goods and services.
- _____ Special circumstances
- _____ Ensure people with disabilities are accommodated. Sites must be accessible to people with all types of disabilities (e.g. mobility, sight, hearing, other) or alternate means of service delivery should be advertised and provided.
 - _____ Provide other language assistance to persons with limited English proficiency who could not gain meaningful access to the program without other language assistance. Assistance must always be provided to LEP households, but the level or type of assistance can vary based on circumstances.
- _____ Display the USDA “And Justice for All...” non-discrimination poster in a place where it can be seen by all who visit the premises.
- _____ Include the USDA non-discrimination statement on all materials that mention USDA funded programs and ensure the statement is also on web sites that mention USDA funded programs.
- _____ Conduct outreach to ensure that potentially eligible persons and households are aware of the program and have information on how to apply.
- _____ Maintain confidentiality. It is not appropriate to talk about who is receiving benefits and to make remarks about them. Never share information with others regardless of an expression of good intentions. Refer all requests for information to managers. What happens at the site stays at the site. The exception, of course, is any illegal or inappropriate behavior that should be reported to state or federal officials.
- _____ Advise people who allege discrimination about how to file a complaint. You can give them Form H1 or they may write to: USDA, U.S. Department of Agriculture Office of the Assistant Secretary for Civil Rights, 1400 Independence Avenue, SW, Washington, D.C. 20250-9410 or call (866) 632-9992 or (202) 720-6382 (TTY). They can fax it to (202) 690-7442.

Date Signed: _____

Agency Name: The Salvation Army

Agency Number:

Volunteer Name:

Volunteer Signature: _____

Agency Representative Name: David Jenett

Agency Representative Signature: David Jenett